



**THE REPUBLIC OF UGANDA
OFFICE OF THE DIRECTOR OF PUBLIC PROSECUTIONS**

REQUEST FOR EXPRESSIONS OF INTEREST

Assignment Title: Consultancy Services for the Evaluation of Strategic Investment Plan (SIP) IV and formulation of SIP V

Procurement Reference No: DPP/CONS/ 2020-2021/00002

1. The Government of the Republic of Uganda represented by the Office of the Director of Public Prosecutions has allocated funds towards Consultancy Services for the evaluation of Strategic Investment Plan (SIP) IV and Formulation of SIP V.
2. The Project among others aims at Evaluating SIP IV the SIP IV (2017/18 – 2019/20) and develop SIP V to guide interventions of ODPP and ensure that it fulfils her mandate. To this end, the ODPP would like to engage a consultancy firm or an individual to come up with a comprehensive evaluation of performance under SIP IV, identify successes, shortcomings and draw lessons to inform the design of SIP V (FY2020/21-2025/26).
3. Office of the Director of Public Prosecutions now invites eligible consulting firms to express their interest in providing the services. Interested Consultants are required to demonstrate expertise in Evaluation field and Strategic Planning, Policy analysis with expertise in the field of Monitoring and Evaluation.

The Expression of Interest should include but not be limited to the following;

- (a) Full names of consultant/firm or joint venture, address and registration details/ certificates (including year of incorporation or years of experience);
- (b) Authorized contact person(s);
- (c) Signed statement indicating that the consultant does not have conflict of interest;
- (d) A brief profile of the Consultant.
- (e) Copy of the trading license for the year 2020 or its equivalent; copy of certificate of registration or equivalent, accompanied by the names of shareholders and the Directors;
- (f) Evidence of at least 4 years experience in evaluation field and strategic planning, Policy analysis with expertise in the field of Monitoring and Evaluation including; Staff names, specialization (title) and summary of educational qualification and experience.
- (g) Details of similar major assignments undertaken (completed or ongoing), start and completion dates, cost of assignments, year and name of funding agency.

4. The short listing criteria are as follows;

(i) Preliminary Examination to determine the eligibility of firms

(ii) Detailed assessment of the competency of firms against the following criteria:-

- The firm's organizational setup: Organizational structure showing key departments of the firm to perform the required services
 - Availability of appropriate skills among the firm's key staff (Professional Capacity of the Consultant); Presence of the required skills within the firm shall include but not limited to; Team Leader, Monitoring and Evaluation Specialist, Legal Expert Conversant with Criminal Prosecutions, Gender Expert, Public Communications Expert and with experience in similar assignments and conditions;
 - The Consultant should have at least two (2) similar assignments undertaken with government MDAs or International organisations
5. Consultants may associate with other firms to form a joint venture or sub contract to enhance their qualifications. The Expression of interest must clearly indicate the type of intended association as joint venture or sub contract and the lead firm in the Expression of Interest.
6. A consultant will be selected in accordance to the Public Procurement and Disposal of Public Assets Act, 2003.
7. Further information can be obtained at the address below (9) during office hours (08:30am to 5:00pm local time) from Mondays to Fridays.
8. Expression of interest, in English, **One (01) Original plus three (03) copies**, in a sealed envelope clearly marked "Expression of Interest for Consultancy Services to for evaluation of the ODDP SIP IV and Preparation of the ODPP Strategic Investment plan V, must be delivered in a written form to the Physical address below in person or by registered mail/ courier, to reach not later than **11:00 am** Local time on **23rd September, 2020**.

The Head, Procurement and Disposal Unit,

Office of the Director of Public Prosecutions

Worker's House , Plot 1 Pilkington Road, 11th Floor Room 11/003

Tel:0414-332547

9. The notice of expression of Interest is available at the Entity's website at

www.dpp.go.ug

10. The planned procurement schedule is as below:

ACTIVITY	DATE
A. Publication of notice of Expression of interest	09/09/2020
B. Closing date for receipt of Expression Of Interest	23/09/2020
C. Evaluation of Expression of Interest	24/09/2020

D. Display of shortlist	Within 5 working days from approval of shortlist by the Contracts Committee.
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Accounting Officer